



# COMMONWEALTH of VIRGINIA

Matthew J. Lohr  
Commissioner

Department of Agriculture and Consumer Services

Division of Animal & Food Industry Services

Office of Animal Care and Health Policy

P.O. Box 1163, Richmond, Virginia 23218

Phone: 804/786-2483 • Fax: 804/371-2380 • Hearing Impaired: 800/828-1120  
[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

September 16, 2013

**Certified Mail**

Mr. John L. Rowe, Jr.  
Portsmouth City Manager  
801 Crawford Street  
Portsmouth, VA 23952

Ms. Jennifer Austin  
Executive Director  
Portsmouth Humane Society  
4022 Seaboard Ct.  
Portsmouth, VA 23701

**Notice of Violation and Penalty Assessment**

**Case Number: 1303**

Dear Mr. Rowe and Ms. Austin:

This letter is a Notice of Violation and Penalty Assessment for violations of Chapter 65 of Title 3.2 of the Code of Virginia, otherwise known as the Comprehensive Animal Care laws, in regards to the maintenance of an animal pound facility by the City of Portsmouth and the Portsmouth Humane Society.

The Board of Agriculture and Consumer Services has authorized the Office of Animal Care and Health Policy to assess civil penalties pursuant to § 3.2-6546 of the Code of Virginia for such violations.

**Violations:**

Per § 3.2-6503 of the Code of Virginia, every animal pound must provide adequate care for each companion animal in its custody. On August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this statute. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that every companion animal in its custody was provided with adequate feed, water, space, and shelter. This failure is considered a critical violation.

Per 2 VAC 5-110-40 of the Virginia Administrative Code, every animal pound must meet minimal animal housing standards. On August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this provision. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that animals in its custody are maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen. This failure is considered a critical violation.

Per 2 VAC 5-110-40 of the Virginia Administrative Code, every animal pound must meet minimal animal housing standards. On March 6, 2013 and August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this provision. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that animal runs shall be of a surface material that will permit proper cleaning and disinfecting. The August 30, 2013 violation is a second non-critical violation.

**Penalty Assessment:**

The City of Portsmouth and the Portsmouth Humane Society is assessed a civil penalty of \$1,250.00 for the above violations. The process by which this civil penalty was calculated is outlined in the Civil Penalty Assessment Report (Attachment A) as per the Virginia Animal Pound and Shelter Civil Penalty Assessment Decision Matrix (Attachment B).

**Factual Basis for Civil Penalty Assessment:**

On August 30, 2013 this office performed a site visit to the Portsmouth Humane Society, which also serves as the contracted animal pound facility for the City of Portsmouth, to investigate allegations that cats in the custody of the facility were being turned loose into a wooded area on the facility grounds. Staff confirmed that a “feral cat colony” was being

maintained on the facility property consisting of cats that had formerly been confined within the facility, but indicated that all such cats had been personally adopted by facility staff prior to release.

Facility staff indicated that a densely wooded area to the west of the shelter building was the site of the feral cat colony. There was no enclosure around the area, which was in close proximity to an active rail line and Interstate 264. Staff indicated that there were several foam shelters in the woods, and that the cats otherwise sheltered under a large rock. Two large piles of cat feed were visible on the edge of the wooded area. The feed had been placed directly on the ground where it had become saturated with moisture and spoiled attracting a considerable number of flies. No water was visible, and staff confirmed that none was present. Staff indicated that this was not the norm, and that they routinely provided feed and water every "one or two days".

Facility staff was unable to provide a discrete list of the cats that had been released in this area, but indicated that approximately 40 cats had been released since the inception of the practice one year ago. Staff indicated that they were routinely able to glimpse approximately 20 of these cats, and were unsure if the remainder of the cats were still present.

Records of cats adopted by five current and former employees of the Portsmouth Humane Society were provided by facility staff (Attachment C). Review of these records indicated that in fact as many as 91 cats were purportedly adopted by these employees and released on the property; it was indicated by staff that additional staff members may have also participated in this program.

This office does not concur that these cats were in fact personally adopted by facility staff that accepted full and independent responsibility for their care; but rather has determined that these cats are still in the custody of the Portsmouth Humane Society. Our position is based on the following: 1) These cats were released on the property of the facility, in some cases not by the individual reported as the adopter; 2) The minimal care provided to these cats is by facility staff during their scheduled work hours; 3) The feed and water provided to these cats is supplied by the Portsmouth Humane Society; 4) Though none has reportedly been provided to date, facility staff indicated that the Portsmouth Humane Society will provide any needed or required veterinary treatment; 5) The staff present who indicated that they had adopted a portion of these cats were not able to indicate how many were under their purported ownership without consulting the facility's records; 6) A portion of these cats were purportedly adopted by individuals no longer affiliated with the Portsmouth Humane Society and yet were believed to still be on the property under the care of the Portsmouth Humane Society; and 7) staff throughout the visit referred to the cats as "our feral cat colony" inferring custodianship of these cats by the Portsmouth Humane Society.

The conditions in which these cats are kept by the Portsmouth Humane Society constitute critical violations of the Comprehensive Animal Care laws of the Commonwealth and pursuant regulations of the Virginia Administrative Code. There are demonstrable

critical failures to provide adequate care, adequate feed, adequate shelter, and adequate water as defined by § 3.2-6500 and required by § 3.2-6503 of the Code of Virginia; and the Portsmouth Humane Society is unable to demonstrate the provision of veterinary treatment when needed. The condition of these cats also constitutes a critical violation of 2 VAC 5-110-40 of the Virginia Administrative Code, which requires that animals be maintained in quarters that prevent their escape, protect them from injury, and safeguard them from being stolen.

It was also noted on August 30, 2013 that animals were being maintained inside the facility in break rooms, offices, and visitation rooms that were not compliant with 2 VAC 5-110-40 of the Virginia Administrative Code, which requires that all enclosures and runs shall be of a surface material that will permit proper cleaning and disinfecting, and that such enclosures or runs protect animal from injury. The wall surfaces of these rooms were painted drywall, which had in some cases been extensively damaged by the animals. This does not constitute a surface that can be adequately cleaned and disinfected. Furthermore, the ingestion of drywall can present a significant safety and health hazard to animals. This was compounded by allowing these animals access to electrical fittings and equipment. This violation was also noted on the March 6, 2013 routine inspection of the facility by this office (Attachment D).

Though not included in this penalty assessment, it was also observed on August 30, 2013 that several animals in the facility were not provided with adequate space as defined by § 3.2-6500 and required by § 3.2-6503 of the Code of Virginia. Dog runs were noted that contained too many animals to allow for the provision of adequate space; furthermore two dogs were confined in an office in crates that were too small to allow the animals to stand in a normal posture. Repeat violations of this nature will be subject to civil penalties.

**Resolution Procedure:**

These civil penalties may be resolved by signing the enclosed Consent Resolution and remitting the penalty of \$1,250.00 within 30 days of receipt of this Notice. Payment of this penalty may be made by either check or money order made payable to the Treasurer of Virginia. Please reference "VDACS OACHP 1303" on the payment. Payment of the civil penalty affirms your intention not to request a conference or contest the penalty.

Should you not wish to enter into the enclosed Consent Resolution, I invite you to attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia to discuss dispensation of this civil penalty assessment by consent resolution, or to appeal the factual basis of this assessment. You may be represented by counsel at the informal fact finding conference if you so choose. At the informal fact finding conference, you and your counsel will have the opportunity to provide testimony and all documentary evidence that you feel is needed to support your position in this matter. Please confirm in writing to my office your intent to attend an informal fact finding conference within 30 days of receipt of this Notice.

Please contact my office if you have questions regarding this Notice of Violation and Penalty Assessment.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. Kovich', with a long horizontal flourish extending to the right.

Daniel A. Kovich, DVM, MPH  
Program Manager  
pp. Richard L. Wilkes, DVM  
State Veterinarian & Director  
Division of Animal and Food Industry Services

Enc: Consent Resolution 1303  
Appendix A, Civil Penalty Assessment Report  
Appendix B, Virginia Animal Pound and Shelter Civil Penalty Assessment  
Decision Matrix  
Appendix C, Facility adoption records  
Appendix D, March 6 2013 Facility Inspection Report

CC: Richard L. Wilkes, DVM  
Sandra J. Adams, Deputy Commissioner, Virginia Department of Agriculture and  
Consumer Services  
Steven P. Jack, Office of the Attorney General

**CONSENT RESOLUTION**

Dr. Richard L. Wilkes, State Veterinarian and Director, Division of Animal and Food Industry Services, Virginia Department of Agriculture and Consumer Services (VDACS), has determined the Portsmouth, which serves as the animal pound facility for the City of Portsmouth, to be in violation of the Virginia Comprehensive Animal Care laws. Section 3.2-6546(K) of the Code of Virginia provides for the assessment of civil penalties when violations of the Comprehensive Animal Care laws or pursuant regulations occur. VDACS has determined that civil penalty assessments totaling \$1,250.00 are appropriate.

The City of Covington and the Portsmouth Humane Society (the responsible parties) acknowledge that the Portsmouth Humane Society violated Section 3.2-6503 of the Code of Virginia and Chapter 2 VAC 5-110 of the Virginia Administrative Code. In consideration of VDACS entering into this Consent Resolution, these parties waive their right to appeal the assessment imposed by VDACS and agree that:

1. The responsible parties shall remit the \$1,250.00 assessment within 30 days of receipt of the Notice of Violation and Penalty Assessment;
2. The responsible parties shall expeditiously but no later than by October 31, 2013 ensure that all animals in their custody, including all companion animals on the surrounding grounds of the Portsmouth Humane Society, are appropriately confined and provided all aspects of care as required by Section 3.2-6503 of the Code of Virginia;
3. The responsible parties shall provide VDACS with a written corrective action plan for the Portsmouth Humane Society facility to ensure that all animals are confined in accordance with Chapter 2 VAC 5-110 of the Virginia Administrative Code by November 30, 2013; and
4. The responsible parties shall provide VDACS with a written corrective action plan for the Portsmouth Humane Society facility to ensure that all animal adoptions by staff members and volunteers are lawful and with regard to the requirements placed on the owners of companion animals by Section 3.2-6503 of the Code of Virginia by November 30, 2013.

The undersigned executing this Consent Order on behalf of the responsible parties represents that he has the authority to do so and to bind them by his execution hereof.

SEEN AND AGREED TO BY:

On behalf of the City Council of the City of Portsmouth,

BY: \_\_\_\_\_  
John L. Rowe, Jr.  
Portsmouth City Manager

On behalf of the Portsmouth Humane Society,

BY: \_\_\_\_\_  
President

## ATTACHMENT A

### **Civil Penalty Assessment Report** **Case Number: 1303**

**Facility:** Allegheny Humane Society

**Violations:**

**Section 3.2-6503 of the Code of Virginia**

Critical failure to provide adequate care, adequate feed, adequate shelter, and adequate water on August 30, 2013; first violation:	\$500.00
<b>§ 3.2-6503 Total penalty assessed :</b>	<b>\$500.00</b>

### **Chapter 2 VAC 5-110 of the Virginia Administrative Code**

Critical failure to ensure that animals in its custody are maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen per 2 VAC 5-110-40 on August 30, 2013; first violation:	\$500.00
Non-critical failure to ensure that animal runs shall be of a surface material that will permit proper cleaning and disinfecting per 2 VAC 5-110-40 on August 30, 2013; second violation:	\$250.00
<b>§ 3.2-6503 Total penalty assessed :</b>	<b>\$750.00</b>

<b>Total of penalties assessed:</b>	<b>\$1,250.00</b>
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## **Attachment B**

**BOARD OF AGRICULTURE AND CONSUMER SERVICES**  
**Virginia Animal Pound and Shelter**  
**Civil Penalty Matrix**  
**Guidelines for Enforcement**

**These guidelines provide direction to the State Veterinarian and the State Veterinarian's representative in evaluating the civil penalty that may be considered appropriate for various violations of the Code of Virginia and Virginia Administrative Code by the responsible authorities of animal pounds and shelters. It is designed to insure that violations committed by pounds and animal shelters will be evaluated, and penalties will be uniformly assessed, to the extent practicable, by the Board of Agriculture and Consumer Services.**

**SECTION 1: AUTHORITY**

The Board of Agriculture and Consumer Services shall implement a civil penalties program for Virginia's animal pounds and shelters through the Commissioner of Agriculture and Consumer Services and Virginia Department of Agriculture and Consumer Services staff, to include the Director of the Division of Animal and Food Industry Services (State Veterinarian) and Division of Animal and Food Industry Services staff pursuant to §§ 3.2-6546 and 3.2-6548 of the Code of Virginia.

**SECTION 2: DEFINITIONS**

Definitions listed below are in supplement to §§ 3.2-5900 and 3.2-6500 of the Code of Virginia.

**Board:** The Board of Agriculture and Consumer Services.

**Critical Violation:** A noncompliance with the Code of Virginia or Virginia Administrative Code that causes animal death, serious injury, or egregious suffering that is found upon inspection or investigation by the State Veterinarian's representative.

**Egregious Suffering:** A condition under which a companion animal is subject to extreme duress or discomfort, be it physically or behaviorally manifested, due to a conspicuous noncompliance with the Code of Virginia or Virginia Administrative Code.

**Letter of Information:** A written notification to the pound or animal shelter that non-critical violations have been identified during the pound or shelter inspection process.

**Non-Critical Violation:** A noncompliance with the Code of Virginia or Virginia Administrative Code that does not cause animal death, serious injury, or egregious suffering that is found upon inspection or investigation by the State Veterinarian's representative.

**Notice of Violation and Penalty Assessment:** A written notification from the State Veterinarian's Office to the responsible authority of the pound or shelter that identifies the specific critical or repeat non-critical violation(s) committed and indicates the amount of the civil penalties based on the Animal Pound and Shelter Civil Penalty Matrix.

**Case Manager:** A veterinarian employed by the Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services, who is under the direction of the State Veterinarian.

**SECTION 3: INSPECTION PROCESS**

All animal pounds and shelters, including vehicles used by such to transport companion animals, are subject to inspection by the State Veterinarian or his representative. Such inspections shall occur at least once per inspection cycle, or more frequently to monitor corrective actions undertaken to address violations or upon receipt of a bona fide complaint. The State Veterinarian's representative will determine if critical or non-critical violations exist and document said violations.

**A. Critical Violation upon Inspection**

If the State Veterinarian's representative determines that a critical violation exists, he will: (i) ensure that corrective actions are immediately undertaken to prevent further death, serious injury, or egregious suffering; and (ii) submit documentation concerning the violation to the Case Manager within two business days of inspection for assessment of civil penalties.

**B. First Finding of Non-Critical Violation upon Inspection**

If the State Veterinarian's representative determines that a non-critical violation exists, he will provide the responsible authority for the pound or animal shelter a Letter of Information within a reasonable time after the inspection. The Letter of Information will include (i) a copy of the inspection report, (ii) an explanation of the violation including relevant section(s) of the Code of Virginia or Virginia Administrative Code, (iii) a statement of first violation, and (iv) a request for a corrective action plan from the responsible authority within a specified timeframe. The responsible authority must submit a corrective action plan for the violation within the specified timeframe to avoid future civil penalties if the violation is repeated.

**C. Second or Subsequent Finding of Non-Critical Violation upon Inspection**

If the violation is the second or subsequent such violation the State Veterinarian's representative will ascertain if a corrective action plan exists for the violation, and if such plan is in implementation. The State Veterinarian's representative will provide the responsible authority for the pound or animal shelter within a reasonable timeframe a copy of the inspection findings and a Letter of Information. The Letter of Information will include (i) a copy of the inspection report, (ii) an explanation of the violation including relevant section(s) of the Code of Virginia or Virginia Administrative Code, (iii) a statement of subsequent violation, and (iv) a statement indicating either a satisfactory corrective action plan is in place or that civil penalties will be considered. If civil penalties are to be considered, documentation concerning the violation will be submitted to the Case Manager within seven business days.

**D. No Violation upon Inspection**

If the State Veterinarian's representative determines that no violations exist, he will provide the responsible authority for the pound or animal shelter a copy of the inspection findings and a Letter of Information indicating no violation was determined within a reasonable time after the inspection.

**E. Determination of Subsequent Violation**

The State Veterinarian's representative will determine that a subsequent violation has occurred upon review of inspection findings if such violation was noted in one of the previous three inspections of the animal pound or shelter, or during the current year and the two previous calendar years if such period is shorter in time.

**SECTION 4: CIVIL PENALTY ASSESMENT**

Upon receipt of documentation from the State Veterinarian's representative concerning (i) a critical violation, or (ii) a repeat non-critical violation that a corrective action plan failed to address, the Case Manager will review said documentation and determine if a civil penalty is to be assessed as follows:

**A. Critical Violations**

If the Case Manager concurs that a critical violation has occurred, the appropriate civil penalty will be determined per the civil penalty matrix and a Notice of Violation and Penalty Assessment will be prepared for the State Veterinarian's review and signature. The Notice of Violation and Penalty Assessment will be sent to the appropriate authority and include a (i) summary of the inspection findings and supporting documentation and previous violation history if applicable; (ii) notification of the penalty assessed; (iii) request for a corrective action plan from the responsible authority within a specified timeframe; and (iv) indicate that the responsible authority may agree to the assessment, sign a consent resolution, and pay the civil penalty (due within 30 days after the date of the notice) or attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia. If the Case Manager determines that the violation was non-critical in nature, penalties will be assessed as appropriate for non-critical violations.

#### **B. Non-Critical Violations**

The Case Manager will review the violation history and resultant corrective action plans of the animal pound or shelter. If the Program Case Manager concurs that a repeat violation has occurred and that the corrective action plan from the previous violation has not been implemented or is ineffective, the appropriate civil penalty will be determined per the civil penalty matrix and a Notice of Violation and Penalty Assessment will be prepared for the State Veterinarian's review and signature. The Notice of Violation and Penalty Assessment will be sent to the appropriate authority and include a (i) summary of the inspection findings and supporting documentation and previous violation history if applicable; (ii) notification of the penalty assessed; (iii) request for a new corrective action plan from the responsible authority within a specified timeframe; and (iv) indicate that the responsible authority may agree to the assessment, sign a consent resolution, and pay the civil penalty (due within 30 days after the date of the notice) or attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia.

#### **C. Informal Fact Finding Conference**

The State Veterinarian will hold an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia should the responsible authority dispute the civil penalty assessed. Following the informal fact finding conference, the State Veterinarian will send to the responsible authority a written final notice (certified mail) of the findings, along with the fact basis for the findings, and the civil penalty assessed.

#### **D. Notification of the Board, Board Actions**

The State Veterinarian will report to the Board all findings in which civil penalties are assessed. In cases disposed of by consent resolution with the State Veterinarian, the Board shall ratify the findings of the State Veterinarian. In cases that have not been disposed of through consent resolution with the State Veterinarian, a representative of the pound or animal shelter may appear before the Board to present information as to its responsibility for the violation and the appropriateness of the civil penalty. He may do so at the next meeting of the Board, or if that meeting is less than 30 days following receipt of the State Veterinarian's findings, then at the next meeting thereafter that is at least 30 days after receipt of the findings. However, the responsible party has no right to retry the matter before the Board. The Board may establish limits on how much time the pound or animal shelter representative will be afforded to address the Board with respect to the State Veterinarian's findings and the civil penalty. After a representative of the pound or animal shelter has appeared before the Board or after the opportunity to appear before the Board has expired, the Board shall either ratify the findings of the State Veterinarian or issue its own findings.

#### **E. Recovery of Civil Penalties, Use of Civil Penalty Funds**

If the civil penalty is not paid within the allowed time period, the case will be referred to the Office of the Attorney General for further action. All civil penalties assessed shall be recovered in a civil action brought by the Attorney General in the name of the Commonwealth. Such civil penalties shall be paid into a special fund in the state treasury to the credit of the Department to be used in carrying out the purposes of the Comprehensive Animal Care laws.

### **SECTION 5: DETERMINATION OF CIVIL PENALTY**

The following matrix will be used to determine the dollar amount of civil penalties to be assessed for violations. The matrix, in conjunction with the assessment procedure, considers (i) the history of previous violations at the animal pound or shelter; (ii) whether the violation has caused injury to, death or suffering of, an animal; and (iii) the demonstrated good faith of the responsible authority to achieve compliance after notification of the violation. Cumulative penalties, where indicated, will be assessed for each day of the period from the day of the first violation through the day of the current violation.

Violation			Penalty			
Authority	Category of Violation	Type of Violation	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> and Subsequent Violation
§3.2-6503 Code of Virginia	Animal Care	Critical	\$500.00	\$1000.00	\$250.00 per day cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$250.00*	\$1000.00*	\$250.00 per day cumulative*
§3.2-6546 §3.2-6562 Code of Virginia	Confinement and Disposition, Pounds	Critical	\$500.00	\$1000.00	\$250.00 per day, cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$250.00*	\$500.00*	\$100.00 per day cumulative*
§3.2-6548 Code of Virginia	Confinement and Disposition, Shelters	Critical	\$500.00	\$1000.00	\$250.00 per day cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$250.00*	\$500.00*	\$100.00 per day cumulative*
§3.2-6557 §3.2-6574 §3.2-6575 Code of Virginia	Recordkeeping, Sterilization	Critical	\$500.00	\$1000.00	\$250.00 per day cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$100.00*	\$250.00*	\$50.00 per day cumulative*
§3.2-6555 §3.2-6556	Animal Control Officer Employment and Training	Non-Critical	\$100.00	\$500.00	\$1000.00	\$250.00 per day cumulative
2 VAC 5-110-10 through 2 VAC 5-110-110 Virginia Administrative Code	Pound Regulations**	Critical	\$500.00	\$1000.00	\$250.00 per day cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$250.00*	\$500.00*	\$100.00 per day cumulative*
2 VAC 5-150-120 through 2 VAC 5-150-170 Virginia Administrative Code	Transport Regulations	Critical	\$500.00	\$1000.00	\$250.00 per day cumulative	\$500.00 per day cumulative
		Non-Critical	No penalty	\$250.00*	\$500.00*	\$100.00 per day cumulative*
* Civil penalty may be waived if accepted corrective action plan is in implementation						
** Failure to comply with state laws and regulations governing the disposal of solid waste will be reported to appropriate authorities. Civil penalties will not be assessed in such cases.						

Revised February 17, 2012

Effective July 1, 2012

## **Attachment C**



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Intranet

Contact Number  
(757) 397-6004



# List Animals Responsible For

Editing Information For: Jenn Austin

Return to Person Details here

Task	Entry Type	Status	Animal ID	Name	Type	Breed	Color	Gender	Reason For Change	Vet History	PHS Tag Letter
EDIT	Agency	Adopted Altered	8846	Chester	Kitten	Domestic Short Hair	Orange Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Agency	Adopted Altered	8846	Chester	Kitten	Domestic Short Hair	Orange Tabby	Male	Fostered	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11870	Coral	Cat	Domestic Short Hair	Black	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	12021	Count Chocula	Cat	Domestic Short Hair	Buff	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	12049	Lelews	Kitten	Domestic Short Hair	Tortoiseshell	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Awaiting Vet Exam / Health Check	12394	Polly	Dog	Pit Bull	Brown	Female	Reclaim	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13288	Jenn	Cat	Domestic Short Hair	Brown Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13295	Alex	Kitten	Domestic Short Hair	Brown	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13323	Again	Cat	Domestic Short Hair	Brown	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13336	Juki	Kitten	Domestic Short Hair	Brown	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	13404	Squeeze	Cat	Domestic Short Hair	Calico	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	13406	Margaret	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13445	Capture	Cat	Domestic Short Hair	Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	13523	Matty	Cat	Domestic Short Hair	White	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13550	Cally	Cat	Domestic Short Hair	Black	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13570	Broadway	Cat	Domestic Short Hair	Grey	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13749	Pedro	Cat	Domestic Short Hair	White	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14209	Prayer	Cat	Siamese	Brown	Female	Adopted	Vet Treatment History	PHS Tag Letter

										Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14245	Argo	Kitten	Domestic Short Hair	Black	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14255	Victory	Kitten	Domestic Short Hair	Black	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14261	Meter	Cat	Domestic Short Hair	Brown Tabby	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14450	Nubia	Cat	Domestic Short Hair	Calico	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14456	Sunshine	Cat	Domestic Short Hair	Orange	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Awaiting Vet Exam / Health Check	14630	Clay	Cat	Domestic Short Hair	Brown Tabby	Male	Stray	Vet Treatment History	PHS Tag Letter

*For all creatures great and small*

Version 1.16.13 ( Newbie )





Do not use Toolbar Buttons  
You are logged in as: **Jenn Austin**

User Settings



Search  
New Record  
Reports  
Receipts

## List Animals Responsible For

Editing Information For: Sara Shellman

Fundraising  
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Intranet

Contact Number  
(757) 397-6004



Task	Entry Type	Status	Animal ID	Name	Type	Breed	Color	Gender	Reason For Change		
EDIT	Stray	Adopted	5162	Shower	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	6590	Stellar	Cat	Domestic Short Hair	Buff	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	6688	Noah	Cat	Domestic Short Hair	White	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	7493	Gourd	Cat	Domestic Short Hair	Buff	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted	8529	Grunny	Puppy	Chesapeake Bay Retriever	Brown	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	8876	Snoopy	Cat	Domestic Short Hair	Black	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9131	Middleton	Cat	Domestic Short Hair	Tortoiseshell	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9307	Genie	Cat	Domestic Short Hair	Orange	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9408	Anakin	Cat	Domestic Short Hair	Brown Tabby	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9438	Oregano	Cat	Domestic Short Hair	Black	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9453	Myrtle	Kitten	Domestic Short Hair	Black	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9455	Argon	Cat	Domestic Short Hair	Grey Tabby	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9459	Uranium	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	9484	Ron	Cat	Domestic Short Hair	Black	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10461	Home	Cat	Domestic Medium Hair	Black	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10675	Watson	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	10723	Colbert	Cat	Domestic Short Hair	Orange	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10731	Drew	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted		

										Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10922	Merrin	Cat	Domestic Short Hair	Black	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10926	Carla	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	10963	Squeeze	Cat	Domestic Short Hair	Orange	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted	11041	Alva	Cat	Domestic Short Hair	Black	Unknown	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11250	<i>Melva</i> Pylvester	Cat	Domestic Short Hair	Grey	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted	11303	Melva	Cat	Domestic Short Hair	Calico	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11524	Grudge	Cat	Domestic Short Hair	Black	Unknown	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11691	Bora	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11697	Heather	Kitten	Domestic Short Hair	Grey	Unknown	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11702	Seabee	Cat	Domestic Short Hair	Black	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	11941	Jasmine	Cat	Domestic Short Hair	Grey Tabby	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	12022	Purina	Kitten	Domestic Short Hair	Black	Unknown	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted	13656	Jake	Cat	Domestic Short Hair	Brown	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted	13665	Triceratops	Cat	Domestic Short Hair	Black	Unknown	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	In Foster	14232	Uno	Kitten	Domestic Short Hair	Brown Tabby	Unknown	Fostered	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14303	Lovie	Cat	Domestic Short Hair	Grey	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14319	Ajax	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14340	Buff	Cat	Domestic Short Hair	Buff	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14342	Itchy	Cat	Domestic Short Hair	Grey	Male	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14350	Poco	Cat	Domestic Medium Hair	Black	Female	Adopted	Vet History	PHS Tag Letter
EDIT	Stray	In Foster	14399	Loren	Kitten	Domestic Short Hair	Buff	Male	Fostered	Vet History	PHS Tag Letter



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## List Animals Responsible For

Editing Information For: Michele McLaughlin

Return to Person Details here

Task	Entry Type	Status	Animal ID	Name	Type	Breed	Color	Gender	Reason For Change
EDIT	Returns	Adopted	8101	Calloway	Cat	Domestic Medium Hair	Grey	Male	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	9488	Burnie	Kitten	Domestic Short Hair	Tortoiseshell	Female	Fostered
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted	9916	Nomar	Cat	Domestic Medium Hair	Grey	Female	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	9979	Purr	Cat	Domestic Medium Hair	Black	Male	Adopted
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10078	Strawberry	Cat	Domestic Short Hair	Black	Female	Adopted
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10275	Batman	Kitten	Domestic Medium Hair	Black	Male	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10592	Thorton	Cat	Domestic Short Hair	Black	Male	Adopted
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10674	Buddy	Cat	Domestic Short Hair	Black	Female	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10777	Gandolph	Cat	Domestic Short Hair	Grey	Male	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	10777	Gandolph	Cat	Domestic Short Hair	Grey	Male	Fostered
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	11029	Issac	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	11515	Rax	Kitten	Domestic Short Hair	Orange Tabby	Female	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	11983	Thurston	Kitten	Domestic Short Hair	Brown Tabby	Male	Adopted
									Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted Altered	12026	Chuckie	Dog	Beagle	Tri Color	Male	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted	12443	Catfish 1	Amphibian (wildlife)	Salamander - California Slender	Black	Unknown	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted	12443	Catfish 1	Amphibian (wildlife)	Salamander - California Slender	Black	Unknown	Fostered
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted	12444	Catfish 2	Bird	Guinea Fowl	Green	Unknown	Adopted
				Home					Vet PHS Treatment Tag History Letter
EDIT	Stray	Adopted	12444	Catfish 2	Bird	Guinea Fowl	Green	Unknown	Fostered
				Home					



										Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	12445	Home	Amphibian (wildlife)	Frog - Foothill Yellow-legged	Black	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	12445	Home	Amphibian (wildlife)	Frog - Foothill Yellow-legged	Black	Unknown	Fostered	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	12485	Home	Cocker Spaniel	Black	Female	Adopted	Vet Treatment History	PHS Tag Letter	
EDIT	Stray	Adopted	12506	Margo	Kitten	Domestic Medium Hair	Brown Tabby	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	12587	Bayer	Kitten	Domestic Short Hair	Black	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	12885	Westley	Kitten	Domestic Short Hair	Grey	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	12899	Thread	Kitten	Domestic Short Hair	Brown Tabby	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted	13189	Santa Maria	Cat	Domestic Short Hair	Grey	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13446	Tiner	Cat	Domestic Short Hair	Grey	Unknown	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	13464	Swirly	Kitten	Domestic Short Hair	Brown Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14611	Marvel	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14636	Misty	Cat	Siamese	Champagne	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14654	Erica	Cat	Domestic Short Hair	Black	Female	Adopted	Vet Treatment History	PHS Tag Letter
EDIT	Stray	Adopted Altered	14661	Home	Brain Setzer Kitten	Domestic Short Hair	White	Male	Adopted	Vet Treatment History	PHS Tag Letter

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Contact Number  
(757) 397-6004



## List Animals Responsible For

Editing Information For: **Sheena Gregory**

[Return to Person Details here](#)

Task	Entry Type	Status	Animal ID	Name	Type	Breed	Color	Gender	Reason For Change	Vet History	PHS Tag Letter
EDIT	Stray	Adopted Altered	13538	Page	Cat	Domestic Short Hair	Grey	Female	Adopted		
EDIT	Stray	Adopted Altered	13546	Afton	Cat	Domestic Short Hair	Grey	Unknown	Adopted		
EDIT	Stray	Adopted Altered	13593	Rhoda	Cat	Domestic Short Hair	Brown Tabby	Female	Adopted		
EDIT	Stray	Adopted Altered	13668	Kiki	Cat	Domestic Short Hair	Grey	Female	Adopted		
EDIT	Stray	Adopted Altered	13696	Henrick	Kitten	Domestic Short Hair	Grey	Female	Adopted		
EDIT	Stray	Adopted Altered	13698	Pickles	Cat	Domestic Short Hair	Grey	Male	Adopted		
EDIT	Stray	Adopted Altered	13703	Anna May	Cat	Domestic Short Hair	Grey Tabby	Male	Adopted		
EDIT	Stray	Adopted Altered	13817	Lee	Cat	Domestic Short Hair	Grey	Male	Adopted		
EDIT	Stray	Adopted Altered	13973	Mataya	Cat	Domestic Short Hair	Brown Tabby	Female	Adopted		
EDIT	Stray	Adopted Altered	14048	Birdie	Cat	Domestic Short Hair	Black	Male	Adopted		
EDIT	Stray	Adopted Altered	14149	Lenu	Kitten	Domestic Short Hair	Grey	Female	Adopted		
EDIT	Stray	Adopted Altered	14199	Ricochet	Cat	Domestic Short Hair	Grey	Female	Adopted		
EDIT	Stray	Adopted Altered	14252	Razzle	Kitten	Domestic Short Hair	Calico	Female	Adopted		
EDIT	Stray	Adopted Altered	14472	Pili	Cat	Domestic Short Hair	Torbie	Female	Adopted		
EDIT	Stray	Adopted Altered	14566	Dame	Cat	Domestic Short Hair	Black	Male	Adopted		
EDIT	Stray	Adopted Altered	14595	Scary Spice	Cat	Domestic Short Hair	Calico	Female	Adopted		

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## List Animals Responsible For

Editing Information For: **Ashley Bandy**

[Return to Person Details here](#)

Task	Entry Type	Status	Animal ID	Name	Type	Breed	Color	Gender	Reason For Change
EDIT	Stray	Adopted	11020	Nelson	Cat	Domestic Short Hair	Tortie	Female	Adopted
				1/12/13					Vet Treatment History PHS Tag Letter
EDIT	Owner Surrender	Adopted Altered	11232	Tycoon	Kitten	Domestic Short Hair	Brown Tabby	Female	Adopted
				3/10/13					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted	12874	Mariah	Kitten	Domestic Short Hair	Black	Unknown	Adopted
				11/2/13					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted	12908	Ember	Cat	Domestic Short Hair	Calico	Unknown	Adopted
				11/2/13					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted Altered	13071	Firefly	Puppy	Labrador	Grey	Male	Adopted
				✓					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted Altered	13071	Firefly	Puppy	Labrador	Grey	Male	Fostered
				✓					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted Altered	13521	Mac	Cat	Domestic Short Hair	Brown	Male	Adopted
				3/16/13					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted Altered	13822	Orion	Cat	Domestic Short Hair	Brown Tabby	Female	Adopted
				5/19/13					Vet Treatment History PHS Tag Letter
EDIT	Stray	Adopted Altered	13840	Dodge	Cat	Domestic Short Hair	Black	Female	Adopted
				5/9/13					Vet Treatment History PHS Tag Letter

*For all creatures great and small*

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## **Attachment D**



# COMMONWEALTH of VIRGINIA

Matthew J. Lohr  
Commissioner

## Department of Agriculture and Consumer Services Division of Animal & Food Industry Services

### Office of Animal Care and Health Policy

P.O. Box 1163, Richmond, Virginia 23218  
Phone: 804/786-2483 • Fax: 804/371-2380 • Hearing Impaired: 800/828-1120  
[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

### LETTER OF NOTIFICATION

April 9, 2013

To: Kenneth Chandler, City Manager  
City of Portsmouth  
801 Crawford Street  
Portsmouth, VA 23704

On March 6, 2013, I inspected the **Portsmouth Humane Society**, which is the contracted animal pound for the City of Portsmouth. This was a routine inspection to evaluate compliance with the Virginia Comprehensive Animal Care laws, as well as pursuant regulations and directives. Please find attached a copy of the ***Animal Facility Inspection Report***, which itemizes the specific elements included in this inspection. Copies of the itemized inspection forms were left on site at the conclusion of the inspection.

The result of this inspection is as follows:

- ☐ **There were no significant findings of noncompliance.** A response to this report is not required.
- ☒ **Significant findings of noncompliance were noted on inspection.** Please submit a written response to this report by 6/1/13 indicating actions completed or planned to achieve compliance. The response should be addressed to my attention at the letterhead address. Failure to respond may result in referral of this case for enforcement action. Specific deficiencies that must be corrected include:
  - The animal custody records did not include all of the required elements.
  - There are floors and walls do not have a surface quality that can be adequately disinfected.
- ☐ **There were critical and/or repeat findings of significant noncompliance.** This case has been referred for enforcement action and possible assessment of civil penalties. You will be contacted by the State Veterinarian's Representative handling your case.

If you have any questions, I can be reached at 804-786-2483 or by email at [Sherry.Helsel@vdacs.virginia.gov](mailto:Sherry.Helsel@vdacs.virginia.gov).

Respectfully,

Sherry Helsel, LVT  
Animal Pound & Shelter Inspector

-Equal Opportunity Employer-





VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES  
OFFICE OF ANIMAL CARE AND HEALTH POLICY  
P.O. BOX 1163  
RICHMOND, VA 23218  
804-786-2483

### ANIMAL FACILITY INSPECTION REPORT

**Facility Name/ID:** Portsmouth Humane Society

**Inspection Date:**

3/6/13

**Physical Address:** 4022 Seaboard Court, Portsmouth, VA 23701

Unannounced ☒ Scheduled ☐

**Type of Facility:** ☐ Animal Shelter ☒ Pound ☐ Other:

**Owned By:** ☒ Humane Society ☐ City ( ) ☐ County ( ) ☐ Other:

**Operated By:** ☒ Humane Society ☐ City ( ) ☐ County ( ) ☐ Other:

**Other Facility Details (inc. contractual arrangements):** Contracted pound for City of Portsmouth.

**Hours of Operation:** M, Th, F, Sat: 12:00 p.m. – 5:00 p.m., Wed: 12:00 p.m. – 7:00 p.m., Sun: 12:00 p.m. – 4:00 p.m.

**Facility Supervisor:** Jennifer Austin

**Facility Mailing Address:**

4022 Seaboard Court  
Portsmouth, VA 23701

**Facility Telephone Number:** 757-397-6004

**Facility Fax Number:** 757-397-1900

**Facility Email:**

**Responsible Party – Governing Body/Board**

**Directions to Facility**

Kenneth Chandler, City Manager  
City of Portsmouth  
801 Crawford Street  
Portsmouth, VA 23704

I-264 West, Exit 2B, West on Greenwood Avenue, Left on  
Garwood, Left on Bedford, Left on Seaboard Court, Facility  
on right.

**Animal Control Officer Information (Pound Facilities Only)**

**Animal Control Officer:** Glenn Suokas

**Deputy Animal Control Officers:**

**Animal Control Officer Mailing Address:**

711 Crawford Street  
Portsmouth, VA 23704

**Telephone Number:** 757-393-8430

ACO Reports To: ☐ Sheriff ☒ Police Department ☐ Local Government Administration/Management

**Attachments:**

- ☒ ANIMAL FACILITY INSPECTION FORM – POUND REGULATIONS
- ☒ ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE
- ☒ ANIMAL FACILITY INSPECTION FORM – OPERATIONS
- ☐ ANIMAL FACILITY INSPECTION FORM – ANIMAL TRANSPORT

**Inspected By**

**Name:** S.R. Helsel, LVT

**Signature:**

**Title:** Animal Pound & Shelter Inspector



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ANIMAL FACILITY INSPECTION FORM - POUND REGULATIONS

Facility Name/ID:

Portsmouth Humane Society

Date: 3/6/13 Time: 2:00p

Inspector Initials: SEA

REQUIREMENT	NSF	F	COMMENTS
<b>2 VAC 5-110-10, 2 VAC 5-110-20 Drinking Water</b> Water for drinking shall originate from a potable source. Durable, non-toxic water receptacles provided and secured in a fixed position or are of a non-tip design.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-40 Animal Housing--Temperature/Ventilation</b> All kennel buildings and enclosures protect against weather extremes. Building maintained at a temperature comfortable for each animal. Each building and enclosure provides adequate ventilation for each animal.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-40 Animal Housing--Maintenance and Sanitation</b> Floors and walls of enclosures, buildings, and runs are of a surface material that permits proper cleaning and disinfecting. Each kennel building and enclosure is clean, dry, and sanitary.		✓	Porous concrete, exposed wood Critical <input type="checkbox"/>
<b>2 VAC 5-110-40 Animal Housing--Suitability</b> Animals are maintained in quarters that prevent escape, protect them from injury, and safeguard them from being stolen. Provisions are made for the separation of animals according to species, sex, age, and temperament.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-50 Cage Construction</b> Cages are constructed of stainless steel, fiberglass, heavy galvanized metal, galvanized wire, or equivalent. Cages have solid bottoms.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-50 Cage Size</b> Enclosures are constructed and maintained to provide sufficient space for each animal to turn freely, and easily stand, sit, and lie in a comfortable position.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-60 Sanitation Process</b> There are faucet and hose connections at convenient locations for washing and cleaning the animal housing areas. Disinfectants or germicidal agents are used to clean the housing/confinement area.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-70 Food Preparation</b> Food preparation/storage area adequately equipped. Equipment and utensils are made of easily cleanable, non-corrosive, and nontoxic materials. A sink with hot and cold water is provided for cleaning equipment and utensils.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-70 Food Storage</b> Bins used to store food provide protection against insects and rodents. Food is stored on shelves or pallets a minimum of 12 inches above the floor, or in bins on rollable casters.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-90 Disposal</b> Dead animals are disposed of by burial, incineration, or other approved method. Dead animals are disposed of within 24 hours, or refrigerated.	✓		Critical <input type="checkbox"/>
<b>2 VAC 5-110-100 Isolation Area</b> There is a designated and marked isolation area for incoming animals which are ill or suspected of being ill. Ill and suspected ill animals are confined separately in this area for a minimum of 48 hours before being placed in the main housing area.	✓		Critical <input type="checkbox"/>

NSF = No Significant Findings F = Findings

Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH:

Signature

Jennifer M. Austin

Date

3/6/13

Name

Jennifer M. Austin

Title

Executive Director



**VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES**

**DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES  
OFFICE OF VETERINARY SERVICES  
P.O. BOX 1163  
RICHMOND, VA 23218  
804-786-2483**

**ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE**

**Facility Name/ID:**

*Portsmouth Humane Society*

**Date:** *3/6/13* **Time:** *2:00*

**Inspector Initials:** *SKH*

REQUIREMENT	NSF	FINDINGS
<b>§3.2-6503 Adequate Feed</b> Each animal provided adequate feed as defined in §3.2-6500 (sufficient, nutritive, accessible, easily consumed, provided in a sanitary manner at suitable intervals, at least daily).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Adequate Water</b> Each animal provided adequate water as defined in §3.2-6500 (clean, fresh, potable, drinkable temperature, sufficient volume, at suitable intervals to maintain normal hydration).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Adequate Shelter</b> Each animal provided adequate shelter as defined in §3.2-6500 (suitable, safe, protects from weather extremes, properly lighted, properly cleaned, enables animal to be clean and dry, provides a solid resting surface).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Adequate Space</b> Each animal provided adequate space as defined in §3.2-6500 (allows each animal to stand, sit, lie, turn about, make all normal body movements in a comfortable, normal position, and interact safely with other animals).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Adequate Exercise</b> Each animal provided adequate exercise as defined in §3.2-6500 (opportunity for the animal to move sufficiently to maintain normal muscle tone and mass for the age, species, size, and condition of the animal).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Adequate Care, Treatment, and Transportation</b> Each animal provided adequate care as defined in §3.2-6500 (good animal husbandry, handling, production, management, confinement, feeding, watering, protection, shelter, transport, veterinary care, and euthanasia when necessary).	✓	Critical <input type="checkbox"/>
<b>§3.2-6503 Veterinary Care</b> Each animal provided veterinary care as defined in §3.2-6500 when needed to prevent suffering, impairment of health, disease progression, or disease transmission.	✓	Critical <input type="checkbox"/>
Number of Dogs on Site: <i>130</i>	Number of Cats on Site: <i>98</i>	Number of Other Companion Animals on Site: <i>1</i>
Number of Runs: <i>85</i>	Number of Cages: <i>127</i>	Number of Animal Caretakers: <i>8</i> F/T <i>4</i> P/T

**COMMENTS:**

**NSF = No Significant Findings**

**Critical findings are those which cause animal death, serious injury, or egregious suffering.**

**REVIEWED WITH:**

**Signature**

*Jennifer M. Austin* *3/6/13*

**Name**

*Jennifer M. Austin*

**Title**

*Executive Director*



VIRGINIA DEPARTMENT  
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804-786-2483

ANIMAL FACILITY INSPECTION FORM - OPERATIONS

Facility Name/ID:

Portsmouth Humane Society

Date: 3/6/13 Time: 2:00p

Inspector Initials: JMA

REQUIREMENT	NSF	FINDINGS
§3.2-6557 Custody Record Availability Custody record is readily available for each animal in facility.	✓	Critical <input type="checkbox"/>
§3.2-6557 Custody Record Completeness Custody record includes: date of custody, date of the making of the record, species, color, breed, sex, age, weight, reason for custody, location where custody was taken, owner if known, license/tag/tattoo/collar or other identification, and disposition.	✓	Custody records do not contain all required elements. Critical <input type="checkbox"/>
§3.2-6546 Animal Identification A reasonable effort is made to determine whether each animal has a collar, tag, license, tattoo, or other identification. A reasonable effort is made to identify and notify the owner.	✓	Critical <input type="checkbox"/>
§3.2-6546 Holding Period Each animal is held for the required holding period.	✓	Critical <input type="checkbox"/>
§3.2-6546 Reasonable Access Facility is accessible to the public at reasonable hours during the week.	✓	Critical <input type="checkbox"/>
§3.2-6546 Animal Disposition Each animal is disposed by humane euthanasia, adoption, or transferred to a lawfully operating animal shelter or other releasing agency.	✓	Critical <input type="checkbox"/>
§3.2-6546 Animal Adoption No more than two animals (or one family of animals) released to any one person in a 30-day period.	✓	Critical <input type="checkbox"/>
§3.2-6546 Animal Sterilization Before release, adopter of each dog or cat signs an agreement to have the animal sterilized within 30 days (unless already sterilized).	✓	Critical <input type="checkbox"/>
§3.2-6575 Sterilization Agreement Agreement contains: the date of agreement, names addresses and signatures of both the releasing agency and the new owner, description of the animal, the date by which sterilization is required and a statement detailing the requirements of this law.	✓	Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 Euthanasia Method Euthanasia is conducted using only methods and drugs prescribed by the State Veterinarian.	✓	Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 Euthanasia Competency Euthanasia is performed by a competency certified person under general supervision of a licensed veterinarian, or performed by a licensed veterinarian.	✓	Critical <input type="checkbox"/>

Name of licensed veterinarian supervising euthanasia:

Hannah Adams, DVM

Name of licensed veterinarian performing euthanasia:

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NSF = No Significant Findings

Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH:

Signature

Jennifer M. Austin

3/6/13

Name

Jennifer M. Austin

Title

Executive Director